

2008 Massachusetts Reporting Instructions

for holders of the following endorsements:

Surf Clam, Contaminated Surf Clam, Ocean Quahog, Northern Quahog-Dredge

In years past, holders of the above endorsements were required to submit monthly catch reports, due by the 5th day of the following month, detailing daily information. Starting in 2008, monthly catch reports will continue to be required, but the report has changed to reflect a more standardized trip-level format.

REPORTING REQUIREMENTS:

Permit holders with any of the above endorsements must report their fishing activity for these species only on this new trip level report for Surf Clam, Contaminated Surf Clam, Ocean Quahog, and Northern Quahog. Please read these instructions carefully. A detailed example is on pages 4 and 5.

Reports must be submitted monthly by the fifth of the following month. Reports must be submitted every month whether you fish or not. For months without fishing activity on the above endorsements, indicate the month(s) in the space provided at the top right of the form and check the box indicating “Did Not Fish” at the bottom left of the form. You may report multiple months of no fishing activity on one sheet. If you know you will not be fishing for future months, you may submit reports in advance.

You must sign and date each report. Reports can be mailed or faxed to MADMF’s Gloucester location. The address and fax number are listed on the bottom of the report forms and on page 2 of these instructions.

Exception: If any of the above species (Ocean Quahog, Northern Quahog or Surf Clam) were harvested in MA waters, under the auspices of this permit, and reported either on a federal vessel trip report (FVTR) or a federal clam log, then a copy of those report(s) (blue state copy of the FVTR or a photocopy of the clam log) will be required in lieu of the completion of the state trip-level report. Please mail or fax a copy of that report to the MADMF Statistics Project by the 5th of the following month.

A monthly record is maintained by the Division with all pertinent data and timeliness of reporting. Failure to report and/or chronic late reporting (reports required by the 5th of the following month) may result in subsequent administrative action. When you enter the information on the form, **please print clearly and legibly**. If we cannot read the information, it will be returned to the permit holder for completion. We will closely monitor this reporting process and enforce all of the pertinent regulations.

Failure to report may result in the non-renewal of your permit for 2009.

Mailing Address:
MA Division of Marine Fisheries (MADMF)
Statistics Project
30 Emerson Ave
Gloucester, MA 01930

Fax Number:
(800) 532-3474

Questions:
For information or assistance contact David Whittaker at (508) 990-2860 ext. 126 or
the MADMF Statistics Project at (978) 282-0308 ext. 115.

DETAILED INSTRUCTIONS FOR FILLING OUT YOUR REPORT

Top Portion

1. **Name:** Print your first and last name.
2. **Phone #:** Print the best phone number to reach you if there are any questions about your report.
3. **Permit ID #:** Print the Permit ID # that appears on your commercial fishing permit issued to you by the MA Division of Marine Fisheries. This is a 4-6 digit number which was formerly called DMF ID #.
4. **Port/ State landed #1:** Print the location where the catch was brought ashore.
5. **Port/State landed #2:** Print the second location where the catch was brought ashore if applicable.
6. **Vessel Name:** Print the name of your vessel.
7. **Vessel Reg. or Doc. #:** Print the state registration or US Coast Guard documentation number of your vessel.
8. **Month & Year:** Print the month and year you are reporting for.
9. **Report Page #:** Please number the pages of your monthly report (if there are multiple pages for one month).

Lower Portion

(Please Note: An Example is printed in the first row of all reports)

1. **Date:** Print the date fished (MM/DD). Print this date on each row with information pertaining to the trip.
2. **Trip Start Time:** Print the time you started your trip.
3. **Port # 1 or # 2:** If you landed in two ports during the month covered by this sheet indicate which port from the top portion applies to this trip.
4. **Statistical Area Fished:** Indicate the Designated Shellfish Growing Area (DSGA) where you harvested your shellfish. If you fished in more than one DSGA during the trip, use a separate line for every DSGA.
5. **LMA: FOR LOBSTER ONLY** Not applicable. This field does not have to be filled out for any species covered by these endorsements.

6. **Gear Code:** Enter the code for the gear(s) used on the fishing trip using the list below. Use a different row if multiple gear types were employed on the same trip.
7. **Number of Sets/Hauls:** Not applicable. This field does not have to be filled out for any species covered by these endorsements.
8. **Gear Quantity:** Not applicable. This field does not have to be filled out for any species covered by these endorsements.
9. **Fishing Time:** Print the number of hours spent fishing.
10. **Disposition Code:** Print the disposition code, using the list below. Disposition of the catch is an indication of what occurred after landing. Use a different row for each disposition of any species.
11. **Species Code:** Print the code from the list below for any species being harvested under the authority of one of these endorsements. Use a different row for each species. *Please note the code for Mixed Quahog will no longer be used.* Use only Littleneck, Cherry, or Chowder.
12. **Quantity:** Print the quantity of the portion of the catch described by this row.
13. **Unit of Measure:** Print whether you landed the catch as pounds, count (pieces), meat pounds, or bushels.
14. **Dealer Sold To:** If you sold your catch to a dealer, print the corporate name of the dealer in the space provided. If you have a wholesale dealer license and sold the catch yourself, please indicate yourself as the dealer.

Complete list of Species Codes and Common names:

OQ	Ocean Quahog
QCHER	Quahog, Cherrystone
QCHO	Quahog, Chowder
QLIT	Quahog, Littleneck
SUCL	Surf Clam
CSC	Contaminated Surf Clam

Disposition Codes:

Sold (Food)	001	Personal Use	002
Sold as Bait	008	Seized by Enforcement	602

Gear Codes

Shellfish Dredge	0410	Rakes	0411
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Please reference the following example to assist you in filling out your monthly reports:

Example: This example is for the activity of a fictional fisherman, John Doe, who fishes on the F/V Big Bug, MS 9999 AA. In this particular month, July, 2007, he landed in two ports, Eastham and Wellfleet. This is a one page report.

John Doe has a Boat permit with Surf Clam and Northern Quahog – Dredge endorsements.

The following is a description of his fishing activities for part of this fictional month. Please see the example trip level report on the back of this page that corresponds to these activities. Please note the use of ditto marks to indicate identical information as the line above as well as the blank columns that aren't required to be filled out for these species.

July 3rd- John Doe fished in CCB9, landed and sold 10 bushels of Chowders to a dealer, the Quahog Company. He also took 1 bushel of Chowders home for personal consumption. He landed his catch in Wellfleet and fished with a dredge. He started his trip at 6 am and spent 5 hrs fishing.

July 5th- John Doe fished in CCB9, landed and sold 15 bushels of Chowders to the Quahog Company. He landed his catch in Wellfleet and fished with a dredge. He started his trip at 6:30 am and spent 6 hrs fishing.

July 7th- John Doe fished in CCB9, landed and sold 25 bushels of Surf Clams to the Quahog Company as food. He also landed and sold 175 lbs of Surf Clams as bait to The Bait Company. He landed his catch in Wellfleet and fished with a dredge. He started his trip at 6 am and spent 7 hrs fishing.

July 10th- John Doe fished in CCB8, landed and sold 18 bushels of Cherrystones and 10 bushels of littlenecks to the Quahog Company. He landed his catch in Eastham and fished with a dredge. He started his trip at 8 am and fished for 5 hrs.

July 15th- John Doe fished in two DSGAs, CCB8 and CCB9. He landed and sold 10 bushels of Cherrystones from CCB8 and 10 bushels of Cherrystones from CCB9. All catch was sold to the Quahog Company for food, caught with a dredge, and was landed in Eastham. He started his trip at 6:30 am. He spent 4 hrs fishing in CCB8 and 2 hrs fishing in CCB9.

July 17th- John Doe fished in CCB9, landed and sold 31 bushels of Surf Clams to the Quahog Company as food. He landed his catch in Eastham and fished with a dredge. He started his trip at 7 am and spent 6 hrs fishing.

